



Mary Anne J. Arcilla
Senior Director,
CAASPP and ELPAC Operations

1600 K Street, Suite 4A
Sacramento, CA 95814
Phone: 916-403-2400

November 16, 2018

SUBJECT: CAASPP and ELPAC--Assistance for LEAs Affected by the Wildfires and Hazardous Air Quality

Dear LEA CAASPP Coordinator or LEA ELPAC Coordinator:

The CAASPP and ELPAC teams at the California Department of Education (CDE) and Educational Testing Services (ETS) and its partners extend our thoughts and sympathies to those affected by the wildfires in Butte, Los Angeles, and Ventura counties, as well as to those local educational agencies (LEAs) that have had school closures due to hazardous air quality issues as a result of the fires.

We want to remind you of the disaster resources available for LEAs as [announced by State Superintendent of Public Instruction Tom Torlakson](#) on November 9, 2018:

Approval of school closures and material decreases in attendance may be requested by submitting a Form J-13A. For more guidance on the J-13A submittal and approval process, see the [CDE's Form J-13A web page](#). More information about recovery resources is available from the [CDE's School Disaster Recovery web page](#), and at this [CalOES web page](#). Find more information regarding health and the effects of smoke and ash at the [CalEPA website](#). Any impacted school or local education agency can contact EmergencyServices@cde.ca.gov to connect with the CDE team.

In addition, the CDE and ETS have made the following provisions for the affected LEAs regarding the following CAASPP and ELPAC activities:

- **CAASPP Testing Window Setup Deadline:** After December 1, ETS will default your LEA's testing window to the available testing window according to the testing regulations and your LEA's main instructional calendar. When your LEA's operational and teaching activities have resumed, ETS can adjust your window as needed to fit your new instructional calendar.
- **Initial ELPAC:** Please contact the California Technical Assistance Center (CalTAC), when possible, for assistance in determining next steps with materials returns (for the LEAs selected for the RSVP process), and for local administration and scoring support.
- **Summative ELPAC:** ETS will work with affected LEAs to ensure material orders and deliveries are processed when your schools are in session and ready for testing. Excessive order charges for affected LEAs will be waived by ETS. Please contact CalTAC, when possible, for assistance.

Finally and most importantly, please stay safe. If you have any questions about this email, please contact the CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

Mary Anne J. Arcilla
Senior Director, CAASPP and ELPAC Operations